SY 22 SNP CNPWeb Claim Submission Guide

There are four steps to completing the monthly claim for reimbursement:
> **I. Completing Site Claim**
> **II. Completing Sponsor Claim**
> **III. Claim Approval by District Claim Approver**

Getting Started

1. Go to CNPWeb online at https://me.cnpus.com/cnp/Login
2. Log in with User Id and password **(Figure 1 below)**

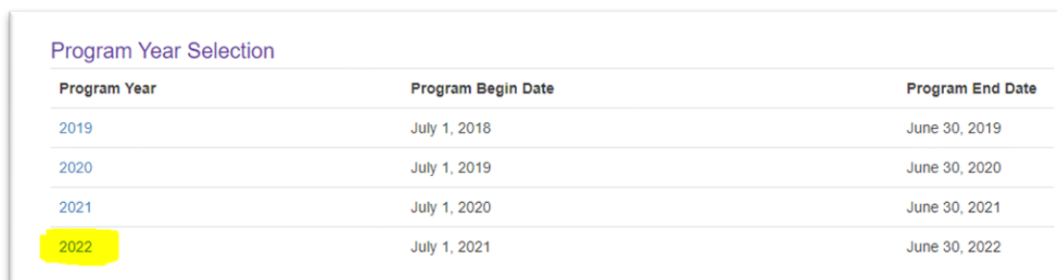**Figure 1: Login screen for CNPWeb**

3. If this is your first time logging into CNPWeb, you may be asked to change the initial password you are given. Follow screen instruction to change password.

4. Once logged in, will be taken to the 'Programs Selection' page **(Figure 2 below).** Click the program name, 'SNP' (highlighted yellow), in blue on the left.

Figure 2: Program Selection Page

5. You may see a Notice page. This is where Maine DOE Child Nutrition will post important information. Please read it carefully and then click the "Next Page" button to go to the Program Year selection screen.
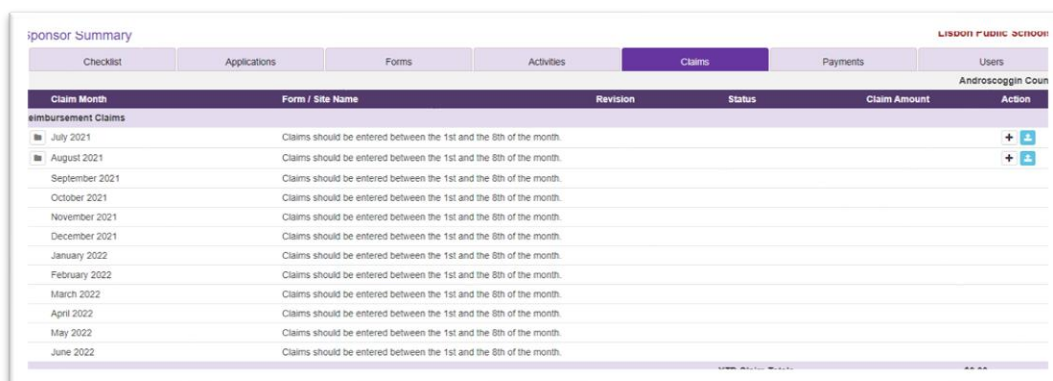
6. Select program year '2022' (highlighted yellow) **(Figure 3 below)**. The Begin and End Dates are displayed because the SNP year does not start and end with the regular calendar year.

Figure 3: Program Year selection screen

6. If you have one Sponsor, you will go directly to the Sponsor Summary Screen **(Figure 4 below)**.

Figure 4: Sponsor Summary (claims tab selected)

I. Completing the Site Claim:

- The Sponsor's Annual Participation Packet must be in 'Approved' status before a Claim can be filed.

- Claims may be filed between the 1st and 8th of the following month. For example, you may file a claim for September on October 1-8.

1. Go to the Sponsor Summary screen - Claims Tab **(Figure 5 below)**.

2. Click on the folder icon to the left (highlighted yellow) of the claiming month. This will expand the Sponsor Claim and will display all the possible Site Claims with a + button for each.

Figure 5: Claim Tab

3. Click the + button to add a Site Claim. (highlighted yellow)

4. The Site Claim page will then open **(Figure 6 below)**. Enter the claim numbers for each program. Click the Save button every 10 minutes.
Areas that are greyed out indicate that the site is not participating in that program.

For Sites Participating in NSLP/SBP/ASSP(snack)/SMP(special milk):
Meals / Milk Served Q. 1-10
- Enter meals served for Lunch / Breakfast by Free, Reduced and Paid.
- Enter After School Snack Program served by Free, Reduced and Paid.
- Enter Special Milk Program served
- Enter Operating Days for each

Eligibility Information – if applicable
- Site Eligibility data for claiming month added here only of not greyed out
Enter the site's actual eligibility counts based on approved applications and DC list.

*For Sites Participating in Summer Seamless Option (SSO)***:**
Meals Served Q. 11-12
- Enter meals served for Lunch and Breakfast
- Enter Operating Days

Figure 6: Claim reporting page

For Sites Participating in Fresh Fruit and Vegetable Program (FFVP):

- Complete Q14-23
- Enter amounts spent in the claiming month and items purchased. The example above is showing a Sponsor that does NOT participate in the FFVP program.

5. After data has been entered, select 'Save'. If Errors occur, resolve, and Save again.
6. If you have additional Sites, repeat until all Sites are in "Complete" Status **(Figure 7)**
7. Once all Site Claims are "Complete" move to next step.

II. Completing the Sponsor Claim:

1. Click on the pencil (highlighted below) on the 'Sponsor Claim – Pending Submission'. **(Figure 7 below)**

Claim Month	Form / Site Name	Revision	Status	Claim Amount	Action
Reimbursement Claims					
📁 July 2021	Claims should be entered between the 1st and the 8th of the month.				➕ 📤
▶️ August 2021	Sponsor Claim	0	Pending Submission	$0.00	$ 👁 ✏️ 🗑
271	Lisbon Community School	0	Complete	$3,394.05	$ 👁 ✏️ 🗑
270	Lisbon High School	0	Complete	$1,487.98	$ 👁 ✏️ 🗑
269	Philip W Sugg Middle School	0	Complete	$2,718.08	$ 👁 ✏️ 🗑

Figure 7: Claim Tab Action button for "Sponsor Claim"

2. The top section of the Sponsor Claim is a combined total of the data entered for all Sites under the Sponsor.

3. **Local Food Fund -** if you participate in the Local Food Program, enter <u>1/3 of receipt total</u> here (not including tax). Enter scanned receipts on the checklist tab under item 14. For additional questions, contact Robin Kerber. *(Note: CNPWeb incorrectly states 3%. Make sure you enter 1/3 of receipt total)*

4. **Certification** - Q22. Read the statement carefully, **click the checkbox** and **Save** the Sponsor Claim then **Exit.**

22. ☐ Check here to **Certify this claim.**

"By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal civil or administrative penalties for fraud, false statements, false claim or otherwise."

23. ☐ Check here to **Approve this claim.**

Figure 8: Clams Tab, Sponsor Claim Page Edit Mode

5. Sponsor Claim will then be in 'Pending Submission' (see highlight below)

📁 August 2021	Sponsor Claim	0	Pending Submission	$7,602.05	$ 👁 ✏️ 🗑
271	Lisbon Community School	0	Complete	$3,394.05	$ 👁 ✏️ 🗑
270	Lisbon High School	0	Complete	$1,487.98	$ 👁 ✏️ 🗑
269	Philip W Sugg Middle School	0	Complete	$2,718.08	$ 👁 ✏️ 🗑

Figure 9: Pending Submission

6. *Notify your District Claim Approver that the claim is now ready for their approval.*

How will you know if your District Claim Approver has approved the claim?
Keep checking the status on the Sponsor Claim until you see the status of 'Approved'. The claim cannot be paid until it is in 'Approved' status. It is the Sponsor's responsibility to make sure their claim has been completed and approved to be paid in a timely fashion.

Claim Month	Form / Site Name	Revision	Status	Claim Amount	Action
Reimbursement Claims					
📁 July 2021	Sponsor Claim	0	Paid	$1,178.00	$ 👁 +
📂 August 2021	Sponsor Claim	0	Approved	$688.13	$ 👁
215	Hancock Grammar School	0	Complete	$688.13	$ 👁

III. Approving the Claim – Steps for the District Claim Approver

1. The designated District Claim Approver must log into CNPWeb.
2. Go to the Sponsor Summary screen - Claims Tab
3. Select the Pen (highlight below) from the Action buttons. See **Figure 10**.

Sponsor Summary					Lisbon Public Schools (200)
Checklist	Applications	Forms	Claims	Payments	Users
					Androscoggin County
Claim Month	**Form / Site Name**	**Revision**	**Status**	**Claim Amount**	**Action**
Reimbursement Claims					
📁 July 2021	Claims should be entered between the 1st and the 8th of the month.				
📁 August 2021	Sponsor Claim	0	Pending Submission	$7,602.05	$ 👁 ✏️

Figure 10: Claims Tab of the Approving Official

4. The District Claim Approver selects checkbox 23. "Approve this claim" (highlight below) at the bottom of the Sponsor Claim screen and click 'Save' then 'Exit'.

22.	☐ Check here to **Certify this claim.**

"By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal civil or administrative penalties for fraud, false statements, false claims or otherwise."

23.	☑ Check here to **Approve this claim.**		
Created By: jtruman	Certified By: jtruman	Approved By:	Modfied By: jtruman
Date Created: 9/24/2021 1:58:07 PM	Date Certified: 9/24/2021 2:19:34 PM	Date Approved:	Date Modified: 9/24/2021 2:19:52 PM

💾 Save   ✖ Exit

Figure 11: Claim Page for the Approving Official

5. Once approved, the status of the Sponsor Claim will change to 'Approved' and all Site Claims are 'Complete'. **(Figure 12)**
6. The Claim will be paid in the next payment batch.

Claim Month	Form / Site Name	Revision	Status	Claim Amount	Action
Reimbursement Claims					
📁 July 2021	Sponsor Claim	0	Paid	$1,178.00	$ 👁 +
📂 August 2021	Sponsor Claim	0	Approved	$688.13	$ 👁
215	Hancock Grammar School	0	Complete	$688.13	$ 👁

Congratulations you have completed your Claim in CNPWeb!

How to view a breakdown of your reimbursement payments:

1. Go to the 'Claims' tab of your sponsor summary screen. Click on the dollar ($) sign icon (highlighted below) to the far right of the claim month. (**Figure 13**)

Figure 13: Claim Tab

2. After you click on the dollar ($) sign, the system will display a breakdown of your entire reimbursement payment: (**Figure 14**)

SNP - School Nutrition Programs

Sponsor Claim Reimbursement Summary

Lisbon Public Schools (266)

Submitted by: JodiLegal Agent Date Submitted: 9/24/2021 2:30:56 PM

Maine Department of Educatio

August 202

Approve

Revision

Original Clair

Lunch Reimbursement	Lunches Served	Rate	Reimb Amount
Regular SSO Lunch	1,100	4.3175	4,749.25
State Lunch Reimbursement	0	0.4000	0.00
Total Lunch Reimbursement	1,100		4,749.25

Breakfast Reimbursement	Breakfasts Served	Rate	Reimb Amount
Severe Need SSO Breakfast	1,100	2.4625	2,708.75
Total Severe Need Breakfast	1,100		2,708.75
State Breakfast Reimbursement	0	0.3000	0.00
Total Breakfast Reimbursement	1,100		2,708.75

Snack Reimbursement	Snacks Served	Rate	Reimb Amount
Regular Free Snack	100	1.0000	100.00
Regular Reduced-Price Snack	50	0.5000	25.00
Regular Paid Snack	10	0.0900	0.90
Total Regular Snack	160		125.90
Total Snack Reimbursement	160		125.90

Figure 14: Reimbursement Summary

To view each Site's payment, select the $ button on each Site line. **(Figure13)**

You may also view your Payments by selecting the "Payments" tab. (Below)

	Checklist	Applications	Forms	Claims	Payments	Users
						Androscoggin County

Open Balance Transactions	Lunch	Breakfast	Snack	Milk	Match	FFVP	Produce	Total Payable
August 2021 Claim	4,749.25	2,708.75	125.90	18.15	0.00	0.00	0.00	7,602.05
Total Open Transactions	4,749.25	2,708.75	125.90	18.15	0.00	0.00	0.00	7,602.05
Batch Number	Date	Lunch	Breakfast	Snack	Milk	Match	FFVP	Produce	Total Payment
Total Payments		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

To check the status of a claim:

Go to the 'Claims' tab and look under the 'Status' column:

Sponsor Summary **Lisbon Public Schools (266)**

Checklist	Applications	Forms	Claims	Payments	Users
					Androscoggin County

Claim Month	Form / Site Name	Revision	Status	Claim Amount	Action
Reimbursement Claims					
July 2021	Claims should be entered between the 1st and the 8th of the month.				
August 2021	Sponsor Claim	0	Approved	$7,602.05	$ 👁

- *"Approved"* – claim has been approved by the District Claim Approver and you have successfully filed your claim for reimbursement!
- *"Pending Approval"* – you have successfully filed your claim, it has been approved by the District Claim Approver and it is waiting on State Agency to be paid.

- *"Pending Submission"* – means one of two things, the claim has not been 'Certified' by the claim filer (Q22) and/or it has not been approved by the District Claim Approver (Q23).
- *"Errors"* – there is a claim error on one or more site level claims and/or on your sponsor level claim. The system displays claim errors in red. ***Claims must be free of errors to finish the claiming process.***
- **"Paid"** - claim has been sent to the accounting department for payment.
- *"Claim can only be submitted as a One-Time Exception after 60 days"* - claim has not been started or submitted and the sponsor has missed the 60-day deadline for filing. To receive reimbursement, contact the Child Nutrition State Office for instructions on how to request payment for your late claim. This process will involve writing a Corrective Action Plan to correct the reason for the late claim submission:

Completing a Claim Revision:

- If you need to make a change to your claim, and it is already in "Paid" status, you'll need to revise your claim.
- If you need to make a change to your claim and it's in "Pending Approval" or "Approved" status, contact Jodi Truman to "reject" your claim so that you can make corrections.

1. Click on the file folder icon by the claim month you need to revise to display your site level claims. Click the "+" icon under the action column for the site claim(s) you need to revise.

2. Enter your revised claim data and save.
3. Go to the sponsor level claim, check the certification checkbox and save to submit it for approval. You'll notice that the new claim revision is given the number "1" under the "revision" column of the claims screen, and the original claim remains in the system as revision 0. If you filed an additional revision for this claim, it would be labelled revision 2; the original and 1st revision would remain in the system:

4. Have your Approving Official "Approve" the claim by checking box 23 on the Sponsor Claim. Box 22 and 23 must be checked for claim to be processed.

5. Once approved by Approving Official your Claims Tab will look like the following:

6. Revision will stay in "Pending Approval" until the next payment cycle. Then will be paid.

For any claim related questions or issues, please contact Jodi Truman at (207) 624-6877 or jodi.truman@maine.gov